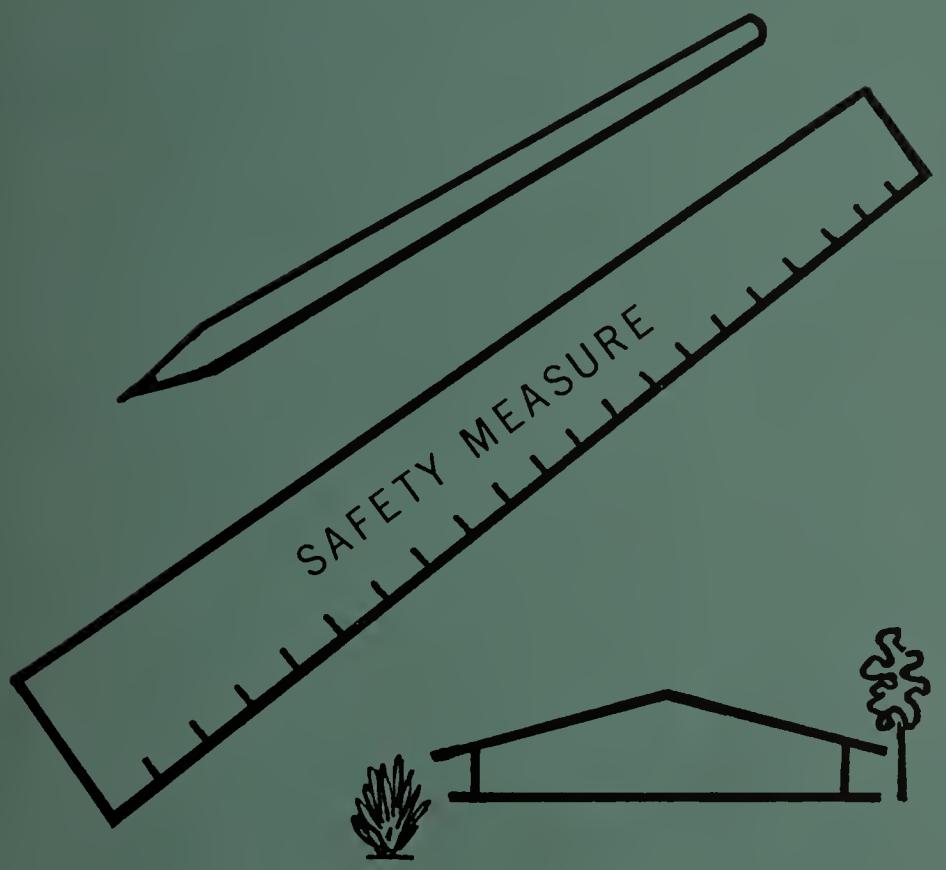
SAFETY MANUAL FOR REHABILITATION FACILITIES



U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
SOCIAL AND REHABILITATION SERVICE
Rehabilitation Services Administration

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REHABILITATION FACILITIES

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Social and Rehabilitation Service
Rehabilitation Services Administration
Washington, D.C. 20201
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INTRODUCTION

Facilities and workshops are important resources in the rehabilitation of handicapped persons. Proper precautions must be taken to assure the safety of clients while undergoing services.

A hazardous working environment, inadequately guarded equipment, congested work areas, and the general lack of understanding for personal safety, do not safeguard the client or contribute to the development of proper habits and attitudes in regard to safety. The ultimate tragedy is an injury that further complicates an existing handicap.

The "Standards For Rehabilitation Facilities and Sheltered Workshops" issued by the Rehabilitation Services Administration, U.S. Department of Health, Education, and Welfare set the benchmark for the standard of safety which should be attained.

The standard states that "The Physical Plant of the Facility and its Environment Shall Be Such That The Safety and Health of The Staff and Clients are Protected".

The criteria necessary to give substance to the Standard are twofold:

"A. The physical plant and equipment shall meet all applicable legal requirements for construction, safety, and design.

B. The facility shall be accessible to and useable by physically handicapped persons".

Recognizing the total responsibility of the Administrator and the Staff of the Facility to conduct the rehabilitation services and programs in a safe environment to meet the needs of its clients, this guide to safety has been prepared. Its purpose is to present certain criteria and guidelines to organize and administer a safety program for facilities and provide a checklist for the maintenance of such a program.

The principles of accident prevention successfully practiced by industry for over half a century provided the background for the development of this guide. It also reflects a systematic observation by safety consultants who have engaged in safety studies and evaluations of facilities and workshops.

This handbook is designed to serve as a basic reference for facility administrators and staff in the development and maintenance of effective accident prevention programs. The safety checklist incorporated in this publication has been field tested.

The preparation of this publication is a joint undertaking of staff in the Division of Rehabilitation Facilities and Workshops, Rehabilitation Services Administration, and Edward B. Landry, Consulting Safety Engineer and Past President of the American Society of Safety Engineers.

PART I

GENERAL PRINCIPLES

1. Accident Prevention

Accident prevention has as its primary objective the prevention of injuries. An auxiliary goal is to preclude damage to equipment and other property.

2. Basic Elements of Safety Organization

a. Management Responsibility

The governing body must set the safety policy for the facility. The attitude of the governing body towards accident prevention is almost invariably reflected in the attitude of the administrator, the staff and the clients.

b. Assignment of Responsibility

The administration and operation of the safety program must be definitely assigned to specific individuals engaged in the operating management of the facility. This extends from the administrator down through the workshop foreman.

c. Maintenance of Safe Working Conditions

Safety is a dynamic force. It is as changeable as the working conditions and the individuals involved in any work situation. Consequently, the maintenance of safe working conditions encompasses:

(1) A facility safety inspection procedure;

(2) Integration of safety in the facility preventative maintenance program;

(3) Purchasing materials, supplies and equipment which meet safety standards; and

(4) Daily on-the-job safety observations by supervisors.

d. Establishment of Safety Training

(1) The old cliches that "Accidents Happen" and "Safety is Common Sense" are the two factors most responsible for the lack of intelligent programming to reduce the toll of personal injuries.

(2) The first fails to recognize that accidents do not just happen but are caused. The second ignores the fact that over a period of many years a vast body of knowledge has been created which, when applied with sufficient skill, has reduced both the frequency and severity of accidents.

(3) A supervisor may be highly skilled in his profession or trade. This does not imply, however, that he has equal know-how in the field of accident prevention. It is necessary to expose supervisors to organized instruction and training in accident prevention.

e. An Accident Record System

Accident occurrence means there has been a breakdown in the system of man-machine/ material-process. Investigation reports for analysis, study and corrective action are essential to effective accident prevention and the measurement of results.

f. Medical and First Aid Systems

(1) Placement examinations, treatment of injuries, first-aid services, and periodic health examinations are an essential part of the safety program.

(2) Facilities to render these services should be maintained as in-house resources or by contract depending upon the number of persons to be served.

g. Acceptance of Personal Responsibility By Clients

(1) An essential aspect of the rehabilitation of handicapped persons through job-skill training is the requirement that job-safety instruction be an integral part of each training program.

(2) The average person gives only fleeting thought to his own personal safety or how his actions may affect the safety of others. A program of continuing safety education through training and visual aids is necessary.

3. Problem Areas

a. Special Safety Considerations

The nature of the mission of a sheltered workshop imposes special safety considerations. This quality has been clearly stated in an excerpt from "REHABILITATION CENTER PLANNING" authored by F. Cuthbert Salmon, A.I.A. and Christine F. Salmon, A.I.A.

> "Safety provisions which merely conform with the letter of the existing law may fall far short of providing adequate safety in a rehabilitation center. Mobility of occupants is limited and re-action times may be somewhat slow; therefore, fire, falls, panic, and civil defense requirements must be given special consideration".

b. Architectural Barriers

(1) The American Standard* Specifications for "Making Buildings and Facilities Accessible To, and Useable By The Physically Handicapped", A117.1-1961 (now redesignated as USAS A117.1-1961) was a major accomplishment for it established a blueprint to provide unlimited mobility to the handicapped.

(2) Incorporation of the requirements in new construction presents no problem. The test of ingenuity is the modification of existing facilities to include these standards.

(3) Where structural problems are insurmountable, or cost of modification prohibitive, the alternative is to realign work areas to minimize or eliminate the effects of architectural barriers.

(4) Where architectural barriers currently exist in a facility, a careful analysis must be undertaken to evaluate all potential problems which could be encountered under conditions of fire, falls, panic, and civil defense action. Completely satisfactory procedures must be developed to be put into use under such conditions. All personnel (staff and clients) must be thoroughly and regularly instructed in emergency procedures.

c. Working Space

In any industrial activity, space and layout are major factors in efficient and accident-free operations. Allow adequate space for work stations and handling of materials. Aisles and layout of equipment should provide for general circulation of clients using wheelchairs and crutches. Space for the emergency use of stretchers should not be overlooked.

d. Storage

The need for planned storage away from and adjacent to work stations is paramount. Ample storage is an important safety factor and allows orderly and safe placement of work in process, parts for use, and finished production. Proper storage at work stations keeps the floor space around the work station and adjacent aisles clear of tripping hazards and congestion.

* On August 10, 1966, the Association's name was changed to United States of America Standards Institute.

Adequate movable storage units or fixed storage space should be provided. Good illumination must be provided for walk-in storage spaces and the height of storage must be controlled to eliminate the potential hazard of falling objects.

Special storage areas for paint, supplies, packing materials, flammable waste materials, etc., must conform in design and construction to the standards of the National Fire Protection Association and to local fire codes.

e. Electrical Outlets and Controls

(1) An inadequate number of electric power outlets, as well as poorly located outlets with reference to work stations invariably results in:

(a) Extension cords of undue length lying across working space areas or aisleways;

(b) Power cords extending from walls across work benches and

(c) Overloading of a limited number of power outlets.

These conditions are hazardous and create confusion at the work station.

(2) Sound planning should identify the most suitable type, location, and number of electric power outlets to serve each specific work station. Planning should provide for anticipated growth.

(3) Appliances, hand tools, work benches and other kinds of equipment, normally situated away from wall areas, are frequently best provided with power from overhead ceiling drops or ceiling power duct outlets.

f. Mechanical Equipment

(1) Mechanical equipment such as printing presses, paper cutters, shoe repair machinery, woodworking machines, laundry equipment, clothes presses and machine shop equipment should be provided with standard guards for the drive mechanism and the point of operation (the point where the operator performs the task).

(2) Guarding physical mechanical equipment hazards is only the first step of the safety process. Of equal importance is the certainty that:

(a) The operator <u>uses</u> the guards at <u>all times</u> and

(b) The guards are kept in perfect operating condition so the operator is not injured because of failure of the guard.

(3) The only way to insure constant use of guards is through job-safety training and supervisory observation. Periodic testing gives added assurance to the proper functioning of machine guards.

g. Low Voltage Shock Hazard

(1) Electrically powered hand tool equipment is commonly found in sheltered workshops. This equipment is frequently purchased without knowledge of the existing low voltage (110 volts) shock hazard if the equipment is not grounded. Leakage of electricity through the metal casing of the equipment can cause death. It can also result in other types of accidents due to the surprise element of the short circuit. For instance, it may cause the operator to lose his balance and fall.

(2) The facility should without delay convert all two-wire system electrically powered hand tool equipment to a three-wire grounded system. This will require changing power outlets and making certain that such outlets are positively grounded.

h. Fire Prevention and Fire Protection

(1) The single greatest hazard confronting any industrial operation is a major fire. This problem is made more complex when the occupants have limited mobility.

(2) Control of potential fire hazards is a critical matter. The prudent management will not overlook any opportunity to:

(a) Safeguard fire hazard operations;

(b) Provide fire safe storage for flammable liquids and materials;

(c) Install and maintain in accordance with nationally accepted standards fire fighting equipment and automatic equipment where prescribed.

(3) Particular diligence must be exercised to organize and plan for orderly and safe evacuation by:

(a) Setting up a fire brigade organization of able bodied personnel whose duties and responsibilities are clearly defined and who are given periodic training and refresher instruction;

(b) Setting up a "buddy system" by designating non-handicapped persons who will be given sole and specific personal charge for the safe evacuation of a handicapped person; and

(c) Having fire drills, preferably quarterly, under the direction of the Administrator, and supervised by the Plant Manager or other responsible person designated by the Administrator.

(4) Local fire officials should be consulted on all phases of the fire prevention and protection program and encouraged to make safety inspections at least annually.

PART II

ADMINISTRATION

1. Planning For Improvement

The attainment of safety objectives necessitates an organized plan. This section presents such a plan for guidance and action.

2. Organization

a. Management Leadership

The governing body should clearly and effectively establish as one of its operating policies:

(1) The establishment of a safe working environment for its staff and clients;

(2) Delegate to the administrator the responsibility to organize, administer and maintain an effective safety program and periodically report on this function to the Executive Committee; and

(3) Give appropriate recognition to the needs of the safety program in preparation of the budget.

b. Assignment of Responsibility

(1) The administrator should designate one of the principal staff members, i.e., the plant manager to:

(a) Plan, direct and maintain an effective and continuing accident prevention program and

(b) Report periodically to the administrator on the status of the accident prevention program.

(2) The plant manager shall provide the leadership and direction to the program and maintain interest by:

(a) Reviewing and acting upon safety records;

(b) Acting on good or poor departmental safety records through personal interviews with workshop foremen;

(c) Demonstrating interest through discussions of the accident problems and records of departments;

(d) Conducting or providing for the safety instruction of foremen.

(e) Regular attendance at safety meetings; and

(f) Establishing safety rules.

(3) The foreman is the key man in any safety program. To the handicapped person he is the management. Effectiveness in accident prevention requires that the foreman:

(a) Be knowledgeable of the hazards in the operations under his supervision;

(b) Be knowledgeable of unsafe work practices and physical conditions;

(c) Advise and train the personnel on safe work procedures;

(d) Require the use of the proper type of personal protective equipment;

(e) Require the use of proper machine guards;

(f) Personally investigate all accidents and injuries, submit a report on the facts and the corrective action to be taken to prevent a reoccurrence; and

(g) Set a good example by observing all safety rules and requirements.

(4) An Executive Safety Committee should be created to give the safety program meaning and direction. Its membership should include the administrator, chief finance officer, plant manager (chairman), personnel manager, medical officer (or nurse), and one workshop foreman (note each workshop foreman should be assigned to serve on this committee on a rotating basis). The committee should meet at least quarterly. The business of the committee should include the following:

(a) Establish immediate short range and long range plans to improve the safety of the work environment;

(b) Schedule and budget for safety improvements;

(c) Review the accident experience and take action to prevent reoccurrence of specific accidents;

(d) Take action on inspection and other safety reports requiring management decision;

(e) Acknowledge, by appropriate action, good or poor department safety records; and

(f) Maintain minutes of meetings and submit a copy of these minutes to the Administrator.

3. Safe Working Conditions and Practices

a. Facility Safety Inspections

Assign one or more foremen to make periodic and specific inspections of the operations for the primary purpose of observing and evaluating

the hazard of each occupational unit. Recommend corrective measures.

Note: See SAFETY CHECKLIST for guide on items to be observed and reported.

b. Job-Safety Analysis

(1) Each work assignment should be subject to a job-safety analysis. The analysis should identify;

(a) Key Job Steps or Elements;

(b) Tools, Equipment, or Aids Used;

(c) Potential Health and Injury Hazard; and

(d) Safe Practices, Apparel and Equipment.

(2) This analysis should be used as a safety tool and made part of the training in occupational skills. Foreman should also be provided with job-safety analyses for use in on-the-job observations for adherence to safe work practices.

4. Safety Training

a. Staff personnel should be given training in the principles of accident prevention and the control of specific hazards. This can be accomplished by the utilization of outside safety training resources available through local community safety organizations, insurance companies, or the State Department of Labor.

b. Clients should be given specific on-the-job safety instruction by the facility by appropriate staff or by the person's immediate supervisor. This should take the form of a planned program with specific instructional matter identified.

5. Accident Records

a. Supervisors should be required to thoroughly investigate each accident involving persons under their supervision. The facts of the accident should be recorded and the supervisor should set forth his recommendations to prevent a reoccurrence. These reports should be reviewed by the plant manager for approval of the action recommended or taken. Follow-up action should be taken as required.

b. Depending upon the volume of accident reports, a periodic analysis should be made to ascertain high frequency or problem areas. These analyses should be reviewed by the Executive Safety Committee, and appropriate action taken.

6. Medical and First Aid

Depending upon the size of the facility, either in-house or contract medical services should be available to treat occupational injuries or illness.

7. Client Safety

A safety education program should be established for clients. This program should utilize safety posters and other forms of visual aids.

8. Design for Safety

a. Preplanning

(1) Efficiency and safety in work operations can be greatly increased by careful planning of the design and layout in the remodeling of an existing facility. Numerous accidents, occupational diseases, explosions and fires are preventable through careful planning.

(2) Injuries resulting from poor housekeeping and congestion of work places can be reduced substantially by preplanning. Proper layout of equipment allows adequate space for clients. Adequate work space saves time, increases production, and helps to prevent accidents.

b. Codes and Standards

(1) A safety engineer consultant, as well as the local or State occupational health department and the fire department, should review and check all plans and specifications for remodeling or renovating existing structures. This can save costly changes due to failure to meet local, State or national requirements.

(2) Most ordinances and State laws require that authorized persons approve both normal and emergency exits from buildings. The installation of emergency lighting and fire alarm systems and exhaust ventilating installations also frequently require approval.

(3) The voluntary safety codes developed by various organizations establish standards for certain structures, operations, and equipment. Specifications for the elimination of architectural barriers are given in the code developed by the United States of America Standards Institute. Proper electric wiring and electrical installations are covered in the National Electric Code issued by the National Fire Protection Association. Requirements for fire extinguishing equipment and fire protection standards have been developed by the National Fire Protection Association. Safe work practices and machine guarding standards are issued by the National Safety Council.

(4) "Design by Code" is no substitute for intelligent engineering and sound architectual practice. Codes merely establish a minimum requirement which should be exceeded in many rehabilitation facilities due to the characteristics of the client population.

9. Accident Investigation and Analysis

a. Accident Investigation

Accident investigation is essential to the conduct of a productive safety program. The primary objective is to prevent accidents. For a variety of reasons this is not always achieved. However, to correct the causes of accidents requires full knowledge of the facts. This is why proper accident investigation is of such importance.

b. Making the Investigation

(1) Normally, the supervisor in charge of the operation where the accident occurred makes the initial investigation. Emphasis should be directed to the specific reasons why the accident occurred. The entire approach must be objective.

(2) Accidents involving difficult or complex problems should also be studied by the insurance company's safety representative.

c. The Accident Investigation Report

(1) The accident investigation report should develop this information:

--- Who was injured

--- Nature and extent of injury

--- Exact location of accident

--- What job was being done

--- What step of the job was in progress

--- What happened

--- What conditions of the person's environment contributed to the accident (tools, equipment, materials, etc.)

--- Did anyone, other than the person injured, contribute to the cause of the accident? If the answer is yes, explain.

--- What did the injured person do or fail to do that contributed to the accident?

--- Recommendations to prevent a reoccurrence

--- Action taken

--- Management review and approval of action taken or recommended.

(2) A variety of forms have been developed and are available for use in accident investigation. The insurance company handling the workmen's compensation insurance will supply its own "Supervisor's Accident Investigation Report" which can be used or the facility can reproduce its own report form based upon the information set forth in the foregoing paragraph. A sample accident report form is included in the appendix. This sample form is not a substitute for any official form required by the State or the insurance company for compensation or medical claims purposes arising from an occupational injury.

d. Accident Analysis

(1) Corrective action should be taken following each accident. There should be periodic analyses of all accidents spanning periods of several weeks, months or years. This technique frequently discloses trends which were not visible when examining individual accident cases. The grouping of accidents by departments or operations also serves as a valuable administrative tool in identifying problem areas.

(2) An analysis of more than five hundred (500) accidents in rehabilitation facilities disclosed high accident problem areas as follows:

Handling Materials	--- 12%
Falls of Persons	--- 11%
Falling Objects	--- 6%
Machine Point of Operation	--- 1%
Striking Objects	--- 1%

Each facility will have its own accident problems which will reflect its particular work environment and the special characteristics of the client population. The above analysis is indicative of broad problem areas. The overwhelming number of accidents classified under "Falls of Persons" took place in facilities occupying multi-story buildings and mainly resulted from persons falling on stairways. A very small percentage of these accidents occurred to persons on level or flat walkway surfaces.

(3) Analysis of the accident experience is an important management tool to identify trouble areas and to measure the effectiveness of the accident prevention program.

PART III

USE OF SAFETY CHECKLIST

1. Evaluation

a. Planning Guide

This safety checklist is an evaluation tool designed for use in planning for program improvement. Administrators and staff personnel should find this checklist helpful in reviewing conditions and practices that relate to safety.

b. Purpose and Use

(1) The purpose is to stimulate thought and action on problems of safety in facilities. Its use should encourage the adoption of regular and thorough inspections of every building and department for:

(a) Safe condition of structures, grounds, and equipment, including presence of necessary safety devices and

(b) Safe practices throughout the facility.

(2) Obviously, the checklist may include items that do not apply to every facility or workshop. These may be deleted so the checklist will reflect the conditions in a particular facility. If the checklist is not complete in regards to certain activities, items should be added.

(3) As a measurement instrument, the checklist will help administrators, staff personnel and others locate safety gaps. For this reason, statements are formulated so that they may be checked "YES", "PARTLY" or "NO". After the use of the checklist, items checked "PARTLY" or "NO" will indicate where action is needed. Halfway measures are steps in the right direction, but they are not good enough where the safety of the clients or staff are at stake.

(4) Administrators will want to seek the advice and counsel of safety specialists in analyzing and checking items that apply to technical safety problem areas such as building construction, electrical and mechanical equipment, and fire prevention and protection. The appendix lists several resources where such help may be obtained. The checklist is a flexible tool. Administrators and technical safety specialists can use it in a variety of ways. Some items apply to the overall facility; others are applicable to each department or occupational unit.

SAFETY CHECKLIST

Name of Facility _____ Date of Survey _____

Address _____
Street City

_____
State Zip Code Area Code and Telephone

_____

_____

	YES	PARTLY	NO
A. THE GOVERNING BODY:			
1) Has set the safety policy for the facility.	____	____	____
2) Exhibits an active interest in the conduct of an effective safety program.	____	____	____
3) Budgets funds for long and short range safety program items and projects.	____	____	____
4) Holds the administrator and staff responsible for maintaining a safe environment and for providing a meaningful safety program.	____	____	____
B. THE ADMINISTRATOR:			
1) Exhibits leadership in the facility safety program.	____	____	____
2) Holds the staff responsible for an effective safety program.	____	____	____
3) Plays an active role in the operation of the executive safety committee.	____	____	____
4) Reports to the governing body on the safety climate and problems.	____	____	____
5) Requires an accident reporting and records system.	____	____	____
6) Has organized an executive safety committee.	____	____	____
C. THE PLANT MANAGER:			
1) Plans and directs an effective safety program.	____	____	____
2) Conducts meetings of the executive safety committee, at least quarterly.	____	____	____

	YES	PARTLY	NO
3) Provides administrator with a copy of minutes of all safety committee meetings.	____	____	____
4) Requires that all supplies, materials, and equipment reflect accepted safety requirements.	____	____	____
5) Requires that clients be furnished, without cost to themselves, all necessary personal protective safety equipment.	____	____	____
6) Requires that the preventive maintenance program be integrated with appropriate safety requirements.	____	____	____
7) Requires that foremen maintain safe working conditions and practices in the operations under their supervision.	____	____	____
8) Provides for the safety training of all foremen.	____	____	____
9) Requires periodic safety inspections of all work areas by foremen.	____	____	____
D. BUILDING			
1) Structurally sound.	____	____	____
2) Ramps provided.	____	____	____
3) Entrances - one primary entrance for wheelchairs.	____	____	____
4) Doors and doorways - adequate width.	____	____	____
5) Doors and doorways -landing platforms meet standards.	____	____	____
6) Doors and doorways - door sills meet standards.	____	____	____
7) Stairs meet standards.	____	____	____
8) Steps have rounded nosings.	____	____	____
9) Stair handrails are standard.	____	____	____

	YES	PARTLY	NO
10) Stair handrails extend beyond top and bottom steps 18".	____	____	____
11) Stair step design is standard.	____	____	____
12) Floors have non-slip surface.	____	____	____
13) Floors on a given story have common level.	____	____	____
14) Floors are free of holes and projections.	____	____	____
15) Toilet rooms are designed for use by handicapped.	____	____	____
16) Water fountains are designed for use by handicapped persons.	____	____	____
17) Public telephone installation for use by handicapped.	____	____	____
18) Elevators accessible for use of handicapped.	____	____	____
19) Switches and controls for light, heat, fire alarms, and all similar controls of frequent or essential use, shall be placed within reach of persons in wheelchair use.	____	____	____
20) Facilities in building which would be hazardous for the blind should be specifically identified for their recognition.	____	____	____
21) Visual and audible warning signals inter-related for benefit of the blind and deaf.	____	____	____
22) Exit signs meet standards.	____	____	____
23) Aisles are defined with marking lines on floor.	____	____	____
24) Aisles are wide enough to accommodate 2 wheelchairs.	____	____	____
25) Protruding hazards dangerous to blind are eliminated.	____	____	____
26) Physical hazards marked in accordance with safety color code.	____	____	____
E. GROUNDS			
1) Conditions in loading and unloading clients are safe.	____	____	____

	YES	PARTLY	NO
2) Hazards on workshop grounds have been eliminated or controlled.	____	_____	____
3) Public access roads for clients using public transportation.	____	_____	____
4) Parking lots used by handicapped meet standards.	____	_____	____
F. STORAGE			
1) Storage areas and rooms are orderly.	____	_____	____
2) Stored material handled safely.	____	_____	____
3) Mechanical materials handling equipment safely operated.	____	_____	____
G. MACHINERY			
1) Machinery moving parts provided with protective guarding.	____	_____	____
2) Instruction given on safe use of power tools.	____	_____	____
3) Supervision follow-up on power tool safety instruction adequate.	____	_____	____
4) Point of operation guards have been installed.	____	_____	____
5) Point of operation guards are used by personnel.	____	_____	____
H. LIGHTING			
1) Illumination levels for seeing tasks meet standards.	____	_____	____
2) Illumination sources in hazardous areas meet standards.	____	_____	____
3) Illumination on ramps and stairways is satisfactory.	____	_____	____
I. VENTILATION			
1) General ventilation of work areas satisfactory.	____	_____	____
2) Hazardous fumes are removed to safe discharge point.	____	_____	____

	YES	PARTLY	NO
J. PERSONAL PROTECTIVE SAFETY EQUIPMENT			
1) Proper types of equipment are provided by management.	____	____	____
2) Supervision follow-up insures use by personnel.	____	____	____
K. COMPRESS GAS CYLINDERS			
1) Storage and handling is in accordance with safety standards.	____	____	____
L. ELECTRICAL WIRING SYSTEM (PERMANENT AND TEMPORARY)			
1) Wiring meets needs of the facility.	____	____	____
2) Sufficient number of convenience outlets.	____	____	____
3) Overloading of circuits is controlled.	____	____	____
4) Use of extension cords is controlled.	____	____	____
5) Emergency switches spaced and functioning satisfactorily.	____	____	____

Note: Items 1 through 5 must conform to the requirements of the National Electrical Code.

M. ELEVATORS			
1) Elevators inspected and maintained on a periodic and scheduled basis.	____	____	____
2) Elevator cars and shaftway openings are protected by doors or gates interlocked with elevator controls.	____	____	____
N. PRESSURE VESSELS			
1) Boilers are inspected and approved by competent inspectors at least annually.	____	____	____
2) Air receivers are inspected by competent inspectors at least annually and condensate drained regularly.	____	____	____
O. ELECTRICAL EQUIPMENT			
1) Equipment is correctly fused.	____	____	____
2) Equipment is properly maintained and cleaned.	____	____	____

	YES	PARTLY	NO
3) Portable electrical equipment is grounded.	____	_____	____

Note: Items 1 through 3 must conform to the National Electrical Code.

P. FIRE HAZARDS

1) Housekeeping is generally acceptable.	____	_____	____
2) Housekeeping in above normal risk areas is adequate.	____	_____	____
3) Waste containers adequate in design and availability.	____	_____	____
4) Waste containers are properly disposed of at the end of each day.	____	_____	____
5) Waste paper and rags disposed of regularly.	____	_____	____
6) No Smoking signs posted and observed.	____	_____	____
7) Flammable liquids safely dispensed.	____	_____	____
8) Flammable material stored safely.	____	_____	____
9) Wiring in hazardous areas meets National Electrical Code.	____	_____	____
10) Spray painting booths meet standards.	____	_____	____
11) Spray painting areas are kept free of accumulations.	____	_____	____

Q. FIRE PREVENTION CONTROLS

1) Fire extinguishers properly serviced and maintained.	____	_____	____
2) Personnel periodically given instruction in the use of extinguishers and fire hose.	____	_____	____
3) Fire instructions for each floor have been issued and discussed with staff and clients.	____	_____	____
4) Sprinkler heads unobstructed.	____	_____	____
5) Fire doors are functional.	____	_____	____
6) Fire escape stairway free of obstruction.	____	_____	____
7) Fire aisles are kept clear.	____	_____	____

	YES	PARTLY	NO
R. MEDICAL PROGRAM			
1) Doctor on duty and in charge of medical program.	____	____	____
2) Registered nurse on duty.	____	____	____
3) First Aid Room and facilities available on premises.	____	____	____
4) Contract Medical Services provided (alternative to items 1 and 2)	____	____	____
S. PERSONAL PROTECTIVE EQUIPMENT			
1) Persons exposed to eye hazards are furnished with personal goggles or face shields which meet standards.	____	____	____
2) Persons exposed to respiratory hazards are furnished with a personal respirator which meets standards.	____	____	____
T. SPECIAL ITEMS			

Note: (Add special items if desired)

Name(s) and Title(s) of Person(s) Involved in Survey:

_____

_____

_____

APPENDIX

SELECTED REFERENCES

I. PUBLICATIONS

1. "SAFETY AND HEALTH STANDARDS FOR FEDERAL SUPPLY CONTRACTS", Under The Walsh-Healy Public Contracts Act, issued by the U.S. Department of Labor, Washington, D.C.

2. "AMERICAN STANDARD SPECIFICATION FOR MAKING BUILDINGS AND FACILITIES ACCESSIBLE TO, AND USEABLE BY THE PHYSICALLY HANDICAPPED, (USAS A117. 1-1961)", published by the United States of America Standards Institute, 10 East 40th Street, New York, N. Y., 10016 (Price $2.00)

3. "SAFETY CODE FOR FLOOR AND WALL OPENINGS, RAILINGS, AND TOE BOARDS', (USAS A 12-1932)", published by the United States of America Standards Institute, (Price $2.00)

4. "SAFETY COLOR CODE FOR MARKING PHYSICAL HAZARDS AND THE IDENTIFICATION OF CERTAIN EQUIPMENT, (USAS Z 53.1-1953)", published by the United States of America Standards Institute, (Price $2.00)

5. "SAFETY CODE FOR THE DESIGN, CONSTRUCTION AND VENTILATION OF SPRAY FINISHING OPERATIONS, (USAS A 9.3 - 1964)", published by the United States of America Standards Institute, (Price $3.00)

6. "SAFETY CODE FOR HEAD, EYE, AND RESPIRATORY PROTECTION, (USAS Z2.1-1959)",published by the United States of America Standards Institute, (Price $3.50)

7. "NATIONAL ELECTRICAL CODE - 1965", published by the National Fire Protection Association, 60 Batterymarch Street, Boston, Mass. 02110 (Price $1.00)

8. "SAFETY IN YOUR FUTURE", A Safety Guide for Pre-Employment Training, published jointly by the Department of Health, Education, and Welfare and the Department of Labor, 1966. (Price 15 cents), For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

9. "SAFETY SUBJECTS", A basic safety handbook (197 pages) which covers such subjects as the essentials of safety organization, accident costs, safety standards, accident causes, job safety analysis, plant inspection, machine guarding, maintenance and safety, safety education and training, fire prevention and protection, hand tools, and personal protective equipment. Published by U.S. Department of Labor, Bureau of Labor Standards, Bulletin No. 67. For Sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Price $1.00)

10. "AMERICAN STANDARD SAFETY CODE FOR WOODWORKING MACHINERY, (USAS 01.1-1964, Reaffirmed 1961)" , published by the United States of America Standards Institute,(Price $2.50)

11. "USA STANDARD SPECIFICATIONS FOR INDUSTRIAL ACCIDENT PREVENTION SIGNS (USAS Z35. 1-1959)", published by the United States of America Standards Institute, (Price $2.00)

12. "AMERICAN STANDARD SCHEME FOR THE IDENTIFICATION OF PIPING SYSTEMS (USAS A13.1-1956)", published by the United States of America Standards Institute, (Price $1.50)

13. "RESPIRATORY PROTECTIVE DEVICES APPROVED BY THE BUREAU OF MINES AS OF OCTOBER 1, 1965 (Information Circular 8281)", For Sale by Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Price 25 cents)

II. VISUAL AIDS

There are numerous safety films (16 mm. sound/ motion) and safety slides (2" color slides with script booklet) available on a wide variety of safety subjects. Complete information on subject titles and film rental or purchase can be obtained by writing to the National Safety Council, 425 N. Michigan Avenue, Chicago, Illinois, 60611. Ask for a copy of the Council's catalog and poster directory.

These two film selections are offered as typical subject matter useful in the safety training of supervisors:

1. "SAFETY AND THE FOREMAN". A widely used film series that deals with fundamental aspects of safety supervision. The series was filmed in actual plants and depicts realistic accident situations involving workmen and supervisors. Highly convincing and believable film series. The films comprising the series:

   (a) NO ONE ELSE CAN DO IT. The foreman must lead in preventing accidents in his department.

   (b) FACT FINDING, NOT FAULT FINDING. What's behind accidents? What can be learned from them?

   (c) FORESIGHT, NOT HINDSIGHT. How to eliminate accident causes; prevent accidents from happening.

   (d) WHAT THEY DON'T KNOW CAN HURT THEM. Insufficient knowledge, training, skill-- not carelessness -- are often the cause of accidents.

Films are approximately 12 to 15 minutes; 16 mm. sound/motion.

2. "CAUSE FOR ALARM". What to do in case of fire; how to turn in an alarm; when and how to use various types of fire extinguishers. This film is approximately 13 minutes; 16 mm. sound/motion.

3. "SAFETY DOESN'T HAPPEN". Owners or managers of small businesses frequently just don't think that they have an accident problem or that accidents are preventable. This film demonstrates how a little thought given to the prevention of injuries results in smoother operations, lower costs, and improved personnel morale. The film proves that safety is just good business. A sound/motion film, 16 mm. , black and white. Running time 16 minutes.

Rental information on the foregoing films and the availability of other safety films should be addressed to:

(1) Eastern USA

Association Films
600 Grand Avenue
Ridgefield, New Jersey 07657

(2) Midwest USA

Association Films
561 Hillgrove
LaGrange, Illinois 60525

(3) Western USA

Association Films
2535 Cypress Avenue
Hayward, California 94544

(4) Southwest USA

Association Films
162 Dragon
Dallas, Texas 75207

III. RESOURCES FOR ASSISTANCE

1. AMERICAN SOCIETY OF SAFETY ENGINEERS. With 88 chapters and a membership of more than 9000 members, the Society is one of the more potent forces in the organized effort to reduce accident losses in this country. For technical advice from the nearest Chapter, write to:

Managing Director
American Society of Safety Engineers
850 Busse Highway
Park Ridge, Illinois 60068

2. NATIONAL FIRE PROTECTION ASSOCIATION. An international association organized to promote the science and improve the methods of fire protection. Develops a vast body of codes, standards, recommended practices, and educational material on fire safety. For information about the Association's publications write to:

General Manager
National Fire Protection Association
60 Batterymarch Street
Boston, Massachusetts 02110

3. NATIONAL SAFETY COUNCIL. The national organization chartered by Act of Congress to further, encourage, and promote methods and procedures leading to increased safety, protection, and health among employees and employers and among children, in industries, on farms, in schools and colleges, in homes, on streets and highways, in recreation, and in other public and private places. The Council prepares and publishes a great variety of technical and educational material. It has more than 67 chartered chapters and maintains liaison with state and local safety organizations. The Council's CATALOG AND POSTER DIRECTORY provides a complete description of the services and materials available for purchase. For information on these services and the address of your nearest local safety organization (for local assistance) write to:

General Manager
National Safety Council
425 N. Michigan Avenue
Chicago, Illinois 60611

IV. OTHER SOURCES

a. Insurance Companies (Your workman's compensation insurance carrier)

b. State Department of Labor, Industrial Safety Division

c. Local or state Department of Industrial Hygiene or Public Health

d. Local or state Fire Marshal's Office

Office Use

Non-Disabling ☐

Disabling (lost-time) ☐

Supervisor Accident Report

Name of Injured_____ Check No._____ Date of Injury_____

Age_____ Length of Service: With Company_____ on Present Job_____

Occupation_____

Nature of Injury_____

Description of Accident

(This information is for use in preventing similar accidents. Answer questions specifically, as indicated by example.)

1. What Job Was Employee Doing Including Tools, Machine and Materials Used? (Example: *Lifting* a heavy casting onto *a four wheel truck.)*

2. How Was Employee Injured? (Example: The casting *slipped* from his *grasp* and *fell* on his toes.)

3. What Did Employee Do Unsafely? (Example: Tried to lift *too heavy load.)*

4. What Was Defective, In Unsafe Condition, or Wrong with Method? (Example: Should have had *help.)*

5. What Safeguards Should Be Used? (Example: Wear *Safety Shoes.)*

6. What Steps *Were* Taken to Prevent Similar Injuries? (Example: Instructed men to assist each other in lifting heavy loads.)

7. What Other Steps Should Be Taken to Prevent a Recurrence? (Example: Provide mechanical handling equipment for this work.)

Signed_____

Department_____

(Over)

Form IS—1A—REP. 25M76601 Stock No. 129.21

For Office Use Only

(Enter as Facts become available)

8. Temporary Total ☐ Permanent Partial ☐ Death or Permanent Total ☐

Started losing time_____ Part of Body_____ Time charge_____

Returned to work_____ Per cent loss or loss of use_____

Time charge_____ Time charge_____

9. Compensation $_____ Medical $_____ Other $_____

Issued by National Safety Council, Inc., 425 North Michigan Avenue, Chicago, Illinois 60611.

GPO 863-702

HV1715
Sa17 c.2

SAFETY MANUAL FOR
REHABILITATION FACILITIES.
(1968)

DATE DUE

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